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About this manual

This manual is divided into several different sections:

- Brief overview
- Setup and preparations
- Detailed examples of special scenarios
- Report examples
- Appendix containing different sections such as further development issues, special technical issues or an overview of some FAQ's.

Brief overview

The intention with this chapter is to describe important basic principles and to define some terms used in the application and documentation.

The chapter also covers how to do basic **employee** registration with the system.

After reading this section the user should have a basic understanding of how the system can be operated in ordinary day to day activity for a 'normal' user.

Setup and preparations

Before QL Time is put to work it is necessary to do some configuration and to be able to do so the manual describes in more depth what should be configured and checked.

After reading this section the user should be able to do some customization and ordinary maintenance and act as a super user.

Detailed examples of special scenarios

In this section we drill down to details and discuss how QL Time will handle special scenarios. This section is for the user that has some basic knowledge of the application and need in depth understanding, suitable for normal users and super users.

This section is meant to give the super user in depth understanding on how special situations will be handled.

Report examples

In this section a description of all reports and how to configure the reports is described.

This section is meant for all kind of users and should give some help regarding what kind of information is delivered with each report type.

Appendix

Useful additional information that explains special topics or that represents new development since last review of this document.

PART ONE - BRIEF OVERVIEW



1. Getting started

1.1. Technical platform

Requirements:

Operating systems:

- Windows XP/
- Vista
- Windows 2000
- Windows 7

with .Net framework 2.0

Database system:

- Microsoft SQL Server 2005 or Microsoft SQL Server 2005 Express
- SQL Server 2008

with a minimum of 50 MB of free disk space.

The system has been tested for both Windows7 and Microsoft Server 2008 and are certified by Microsoft



QL Time is developed by a:



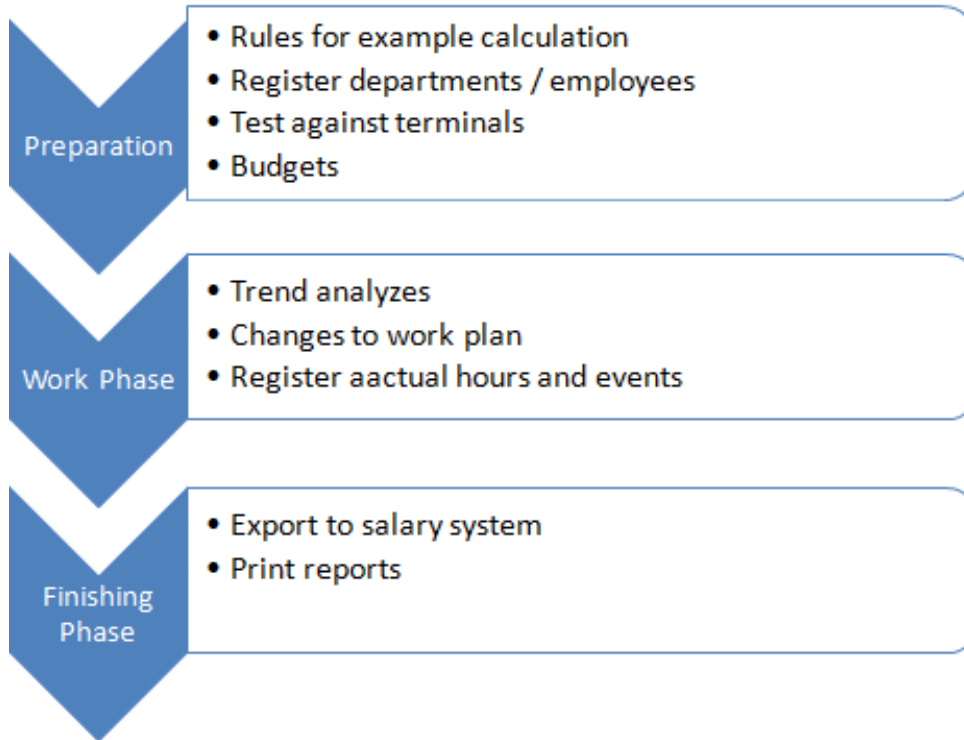
ISV/Software Solutions

1.2. QL Time Mission

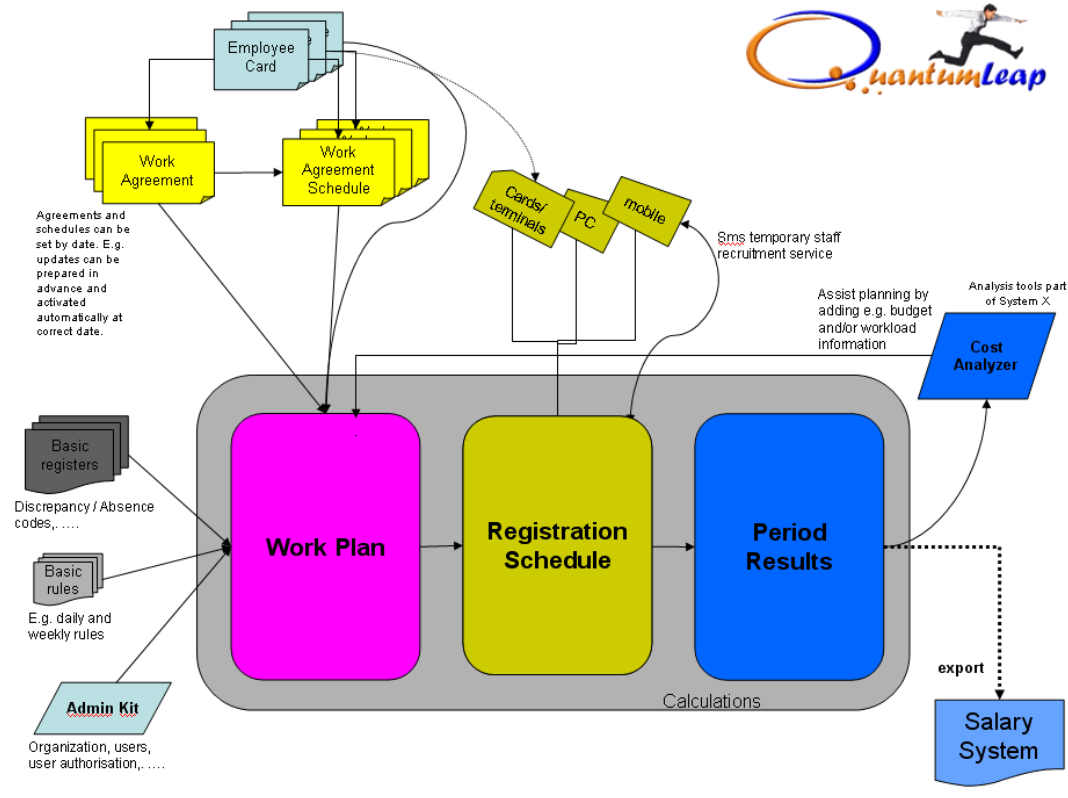
QL Time is a time & attendance system that aims to solve staff planning based on:

- Easy collection of punched data towards clocking terminals
- Complete Work Cost control
 - In the planning phase
 - After the chosen time period is finished
- Automatic reporting of results to an external salary system.
- Cost analyzes to guide you in your planning work

1.3. QL Time Work Flow



1.4. QL Time System Overview



1.5. QL Time Basics

QL Time consists of several key components:

- System Configuration:
 - Rules for calculation of salary (work agreement for example with unions)
 - Shift rules
 - Inconvenient time
 - Overtime
 - Extratime
 - Rules for calculation of additional work cost that exceeds normal salary cost
 - Social fee
 - Insurance cost
 - Vacation / (Allowance pay)
 - Rules for validation
 - Rules for use of flextime and time bank
 - Absence Codes
 - Salary Account
 - National Holidays
 - Shift Role definition
 - Governmental laws
 - Setup for communication with terminals
 - Issue filter that describes how the different issues may be solved
 - Budget definitions
 - Currency converting
- Employee Information with
 - Work Agreement and Work Agreement Schedule
- Work Plan module (collection of different work agreement schedules in a given timeframe)
- Registration form clocking / time registrations
- Module for maintaining period result
 - Locking of salary periods
 - Export to salary systems
 - Data moved to history tables

All components are necessary to give you an advanced calculation of your work plans and a precise cost calculation.

Full QL Time version includes the **Administration Kit**. The administration kit helps you to create your company's structure with departments and employees, to add and modify employees' positions and to specify access rights to users. The Administration Kit's functionality is not described in this manual and it is not needed for the trial version limited to 10 employees, 2 departments and 3 users.

In addition to the components mentioned above you can also use the advanced absence registration: Absence may be registered from:

- Employee card
- Plan module

- Registration module
- Web module (not included in the basic package)
- Mobile phones (not included in the basic package)

1.6. Cost calculation Important basic principles

QL Time uses the following principle for calculating cost:

- When an hour is used the cost for the hour is calculated and displayed in the plan and registration schedules. This is done for all categories of payment types:
 - Hourly paid
 - Agreed monthly salary but corrected for plus and minus hence to work schedule agreement
 - Fixed pay even if less or more than the work schedule agreement says
- Use of time bank does not affect the cost calculation at all. When an employee works extra time and the extra time goes to the time bank instead of being paid the cost is still calculated.
 - When the employee takes the time off the cost is reduced for that time period in the plan and registration views. This will be done even if the cost or / and hours is/are exported to a salary system.

Keep in mind:

- Plus / minus hours to the time bank are not reported to the salary system
- Extra hours or fewer hours compared to original work schedule agreement, for people with fixed pay, are normally not reported and may also be depending on period monitored.

Note! QL Time is not a salary system neither do it monitor the result of a salary system.

1.7. Overtime

QL Time calculates overtime on periods that exceed the agreed work schedule. This principle makes the calculation accurate and in most scenarios fast and correct. To perform a manual calculation of overtime in a similar way is both time consuming and tricky to achieve.

With an agreed work schedule of 8-16 with a break scheduled from 12 to 12.30 the following could happen if any extra worked hour should be calculated as overtime:

- Work time 7-16 gives overtime from 7-8 = 1 hour
- Work time 7-17 gives overtime from 7-8 and 16-17 = 2 hours
- The break is reduced to 15 minutes and taken from 12.00-12.15 gives overtime from 12.15 to 12.30

If the scenario above happens with work before normal time, reduced break and work after normal work hours overtime could in fact be given with three different rates.

QL Time's way of calculation also influence on week rules regarding overtime. For example if the employee is entitled to overtime after 37.5 hours in the week and has a work schedule that also is 37.5 hours and extra hour worked the first day in the week will give overtime the first day in the week.

1.8. Mid-night shift and week-shift

QL Time uses midnight to distinguish between two days and the week starts according to the country specifications. This may influence on overtime (day rule and week rule) and inconvenient time calculation. It may also have some influence on how absences may be calculated.

Entering a work time on for example Tuesday from 21.00 to 05.00 will result in a registration on

- Tuesday from 21.00 to 24.00 and
- Wednesday from 00.00 to 05.00

In other words a clear split is done at midnight. Regarding overtime day rule a shift like this yields only overtime if it exceeds the specified number of day rule hours hence to the shift.

NB! This approach may influence on day before or day after holiday if the employees work past midnight.

2. QL Time Definitions

Some words and terminology may be used differently in different countries and also within different companies in the same cluster. Therefore, explanation of the words used in QL Time and what each definition includes may be useful.

2.1. Numbering system

QL Time uses an internal numbering system for

- Employees
- Accounts

It is important to be aware that these numbers have nothing to do with any numbering system within your company but only for use internally in QL Time. For example when a new employee is recorded the number assigned to the employee is automatically assigned and can never be changed.

To be able to exchange information with another system using another numbering system a link to this other system must be defined on the employee card.

An account is something similar to a bank account and keeps track of a special calculated hours and cost.

For example ordinary hours should have an internal account and may also be linked to an external account number (for example a number used in a salary system).

**Note: QL Time
uses an internal
numbering
system**

2.2. Employee card

The employee card is used to store basic information about each employee. The employee card consists of a form with several tab controls that displays different kinds of information such as name, addresses, information about when the employee was hired and how to pay etc.

In addition to basic information about each employee some statistical data such as absence may be viewed from the employee card.

In the following chapters the employee card is described in more details.

**Tip: Add a
picture to the
employee form to
make it easier to
work with.**



2.3. Employment contract

An employment contract is a category of contract used in labor law to attribute rights and responsibilities between parties to a bargain. On the one end stands an "employee" who is "employed" by an "employer". Put generally, the contract of employment denotes a relationship of:

- Economic dependence - how the employee should be paid, i.e. compensation for overtime, inconvenient time etc. We name it "*Work Agreement*"; and
- Social subordination – in this case it is days when the employee should work, specification, i.e. when to start and when to finish each work day. We name it "*Work Agreement Schedule*".

NOTE: You are not forced to make a work agreement schedule for each employee but this is something that we absolutely recommend in order to make your life as an administrator as easy as possible and because the working environment legislation in most countries demands you to do so.

2.3.1. Work Agreement

With definition of work agreement we have in mind the rules that applies to an agreement with a union or other groups of employees, or just the rules which every country applies.

We include union agreements into the work agreement definition and use only the work agreement term in QL Time terminology.

The calculations are split in to three basic groups:

- Work agreement rule(s) (how to calculate overtime, shift rules, extra time and inconvenient time)
- Cost calculation rule(s) (additional work cost for example insurance money)
- Flex time / Time bank rule(s)

The rules described above are defined per employee in the employee card, see illustration below.

**You bind each employee to predefined rules
from drop down list boxes**

Work agreement rule:	Standard rules	View
Cost calculation rule:	Vacation period five weeks	View
Flex time rule:	Standard Flextime Rule Office wo	View

2.3.2. Work Agreement Schedule

The Work Agreement Schedule is each employee's individual agreement with the company regarding **how and when to work**. The Schedule for a one week cycle or several weeks may be added and the schedule may apply to one department or several departments. The example below shows an employee's work schedule agreement with a one week work cycle but with a split on several departments during the week.

Agreement validation rule:	Norway validation rules	View
----------------------------	-------------------------	------

Agreement	From date	To date
Fresh food manager	12.03.2004	31.05.2009
Two Week Cycle	01.06.2009	30.08.2009
Allowed to work flextime	31.08.2009	

Week	Department	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Net hours
Week 1	FreshFood (Ferskv)		0800-1600:030		0800-1600:030	0800-1430:030			21:00
	Bakery (T�rrvarer)	0800-1600:030		0800-1600:030		1430-1600			16:30
Total:		07:30	07:30	07:30	07:30	07:30	00:00	00:00	37:30

The agreed work schedule may be changed on the fly based on company demands or individual demands.

Such temporary changes should not be made in the work agreement schedule but in the "*Work plan*".

At the bottom of the page you will also see which number in a work cycle that belongs to a specified date.

Week	Department	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	BT-Administration	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030
Week 2	BT-Administration	0830-1700:030	0830-1700:030			
<div> <div>Example:</div> <div> <div>Week 13 (2010.03.31)</div> <div>= Week 2 (Accountant)</div> </div> <div>Close</div> </div>						
Total:		16:00	16:00	08:00	08:00	08:00

2.3.3. Work Plan

The Work Plan is basically a collection of several employees work agreement schedules at the same time (normally a department) and for a given time frame (normally a week). In some cases an individual work agreement schedule does not exist and in such cases the hours agreed may be entered directly in the work plan.

Department:
FreshFood (Ferskvarer)

Period:
23.03.2010
-
26.03.2010

Read data

Employee	Department	Week13 Tu 23.03.2010	Week13 We 24.03.2010	Week13 Th 25.03.2010	Week13 Fr 26.03.2010	Hours	Hourly salary	Total
Summary		39:00	39:00	15:00	23:30	111:30		12 599,17
Anders Andersen	FreshFood (Ferskvarer)	+ 0800-1200	0800-1700			13:00		kr 1 900,00
Brigitta Bjørnsen	FreshFood (Ferskvarer)	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	30:00	kr 100,00	kr 3 200,00
Camilla Collet	FreshFood (Ferskvarer)					00:00	kr 100,00	kr 0,00
David Davidsen	FreshFood (Ferskvarer)	0900-1700:030	0900-1700:030			15:00		kr 1 500,00
Eva Elboth	FreshFood (Ferskvarer)	0900-1700:030	0900-1700:030	0900-1700:030	0900-1700:030	30:00		kr 3 000,00
Frank Fristad	FreshFood (Ferskvarer)	1400-1800:030(1400-1430)	1400-1800:030(1400-1430)			07:00		kr 893,37
Frank Fristad	Bakery (Tørrevarer)	1000-1400	1000-1400		1000-1900:030	16:30		kr 2 105,80

The Work Plan may be altered for each employee so it shows a different result than the individual work schedule, e.g. it may show that overtime is added or that the employee is on a vacation or not at work for other reasons. The result of the alternation is displayed in the Work Plan.

Keep in mind that if a work agreement says 8-16 and the plan is changed to 12-20 then **the altered plan (12-20) is considered to be the legal agreement for this day**. This will take effect for example if the employee will be sick on this day, and if inconvenient pay goes from 18-21 then the employee could be entitled to inconvenient pay because the plan is altered.

2.3.4. Registration Schedule

The registration schedule shows the information from the Work Plan and the work schedule agreement together with all punched data from terminals and / or manual input. The registration schedule is also bound to a special **registration form** that gives you even more flexibility for how to register data.

The Registration Schedule is more or less equal to the Work Plan view except for the fact that it calculates on real worked hours against the plan instead of the planned hours. This will give you the real cost for the period with some minor exception.

In addition you will get a detailed explanation from day to day regarding corrections that must be carried out.

2.3.5. Period Results

When everything is registered and we want to 'finish' our work and / or export the result to a salary system or lock the period for further editing we do this in the 'Period Results' module or schedule.

The access to this part of the system depends on user rights and it is necessary to have 'administrator' user rights to access this part. This forms details will not be displayed unless the administrator chooses to run it in debug mode.

The schedule is quite similar regarding how it looks and is built identical to what you see in the 'Registration' schedule, but now the real registration is compared to the work agreement schedule and the differences are displayed based on how you want to export data.

Period result in this schedule is what will be exported to a salary system based on user settings and not the total cost for the department.

There are basically three things that will be done or may be done from the 'Period Result' view:

- Exporting data to salary systems in forms of files or tables
- Locking users from further editing in the period
- Writing the 'historical' data to a special table used for statistics

All the steps above are executed at the same time and the user will only get a final report regarding export unless QL Time is run in debug modus.

If it is necessary to alter the periods after a period is locked it can only be done going through a strict procedure together with the administrator.

You will find more information regarding the period result schedule in the "System Configuration" section.

2.4. Average Week Calculation

QL Time uses the following rule to calculate an average week:

*„Most years whose division **by 4** equals an integer are leap years. Years that are evenly divisible **by 100** are not leap years, unless they are also evenly divisible **by 400**, in which case they are leap years.”*

By this rule, the average number of days per year will be $365 + 1/4 - 1/100 + 1/400 = 365,2425$

$365,2425 / 12 = 30,436875$ - average of days in a month

$30,436875 / 7 = 4,348125$ - average weeks in a month

An average month is defined as: $37.5 * 4.348125 = 163.0546875$

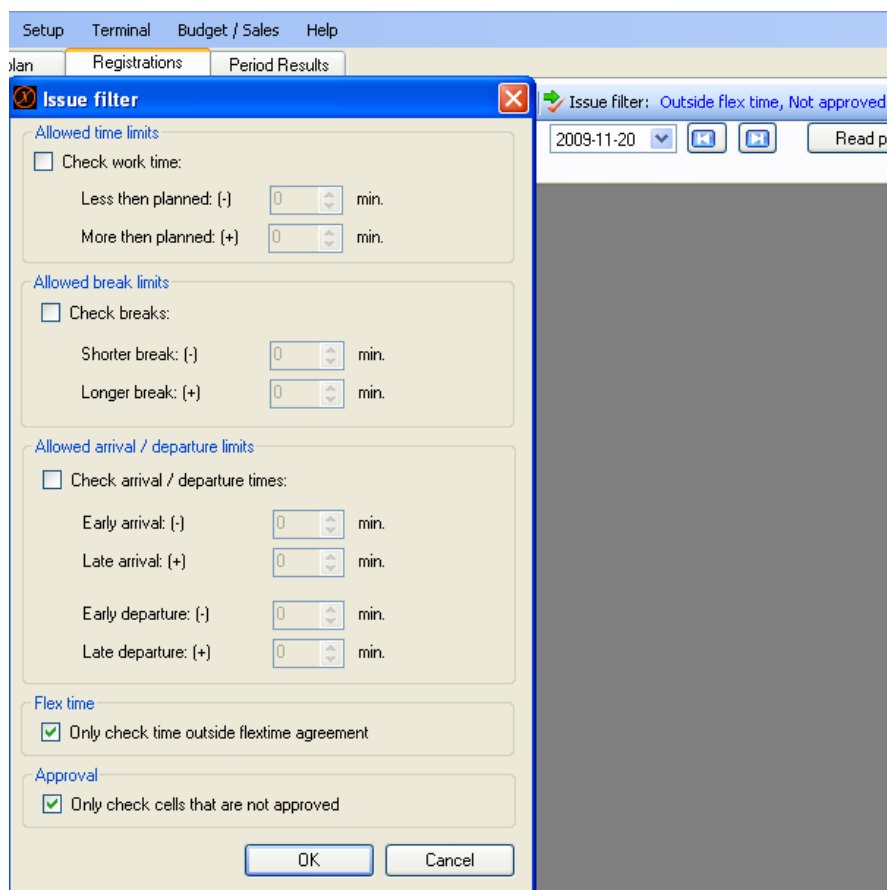
Reference: Gregorian calender http://en.wikipedia.org/wiki/Leap_year

The above may be changed to another fixed number for hours per week in the Setup menu.

2.5. Issue Filter

Issue filter enables you to build a criteria that will help you *filter* and see those *issues* that are absolutely necessary to correct.

The example below shows the issue registration form.



The Issue filter makes it possible to remove some “noise” in the registration window and concentrate on the most important tasks to do. After issues are filtered out they will be displayed in green (data matches parameters in issue filter) or in red (data does not match parameters in issue filter and requires your attention):

The issues are displayed in the registration form as text messages in green and red colors, see example below.

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear Day Work Week Week Month Issue filter: Time: -00:00...+00:30, Break: -00:00...+00:30, Not approved

Department: My selection Period: 2008-12-29 - 2008-12-30 Read plan

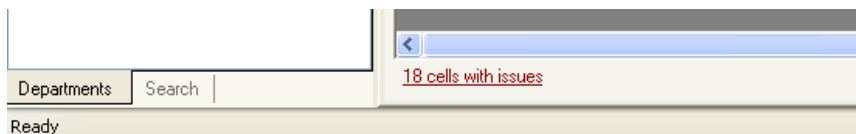
Employee	Department	Week53 Mo 2008-12-29	Week53 Tu 2008-12-30	Hours	Hourly salary	Total
Summary		07:30	10:10	17:40		1.766,67
Brigitta Bjørnsen	FreshFood (Ferskvarer)	1000-1800:030(1415-1445)	0900-1910	17:40	kr 100,00	kr 1 766,67
Time						
Registered		1000-1800:030(1415-1445)	0900-1910			
Planned		1000-1900:030	1000-1900:030			
Agreed		1000-1900:030	1000-1900:030			
Paid time		1000-1415, 1445-1800	0900-1910			
Issues		(Approved by superuser)				
		Less then planned (-01:00)	More then planned (+01:40)			
		Early departure (-01:00)	Early arrival (-01:00)			
			Late departure (+00:10)			
			Missing break			
Salary		Agr. week 1 of 1 = kr 750,00, -01:00 TB	Agr. week 1 of 1 = kr 1 016,67, +01:40 TB			kr 1 766,67
	Normal	07:30 (1000-1415, 1445-1800) = kr 750,00	10:10 (0900-1910) = kr 1 016,67	17:40	kr 100,00	kr 1 766,67


In the example above the line displayed in red, reading 'More the planned (+01:40)' informs the user that QL Time is not calculating pay for the time outside the parameters hence to the issue filter.

Note All time/pay outside the parameter session (the issues displayed in red) will be removed

At the bottom of the main page you will in the registration window get a message regarding how many issues that should be solved for the selected period.

Clicking on the line below will give a more detailed list of each issue, see the next example.




Issues

Date

Issues

Anders Andersen, FreshFood (Ferskvarer)	
18.03.2010	No registrations
Brigitta Bjørnsen, FreshFood (Ferskvarer)	
18.03.2010	No registrations
19.03.2010	No registrations
David Davidsen, FreshFood (Ferskvarer)	
15.03.2010	No registrations
16.03.2010	No registrations
17.03.2010	No registrations
Eva Elboth, FreshFood (Ferskvarer)	
15.03.2010	No registrations
16.03.2010	No registrations
17.03.2010	No registrations

[Adjustment](#)

Open

Approve

Close

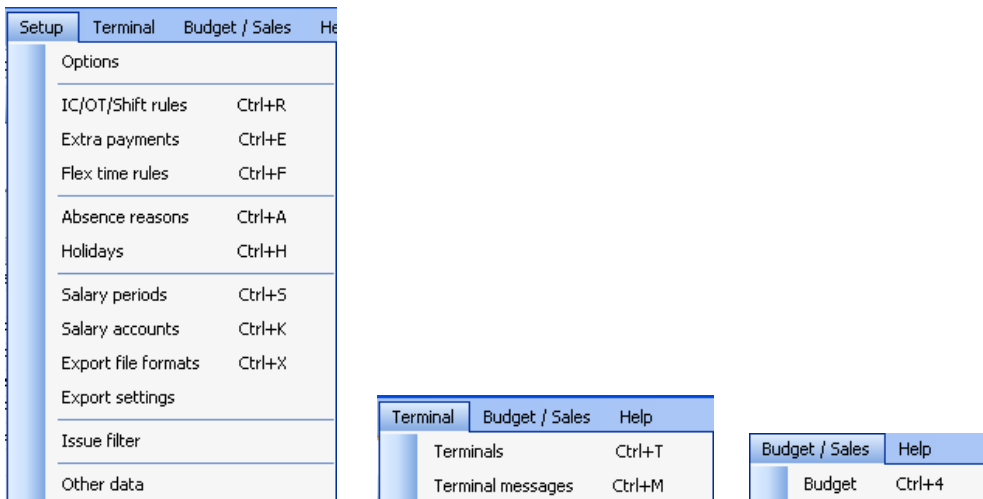
2.6. Shortcut keys

QL Time uses shortcut keys to make the application as fast as possible to work with and in many cases you will save several mouse clicks if you use a short cut key instead of the menu system. Clues on how to use short cut keys will be displayed in the menus or context menus.

The example below shows the sub menus with short cut keys that will be displayed if ‘Setup’, “Terminal” or “Budget/Sales” are clicked on the main menu.

Instead of selecting from the menu a key combination (short cut key) gives you the wanted action directly.

Examples from main menu system



More shortcut keys can be found in context menus for example by right clicking on the schedule in the ‘Registration’ schedule and then clicking on ‘Adjustments’, see the example below,

Examples from context menu:

3. Launching the application

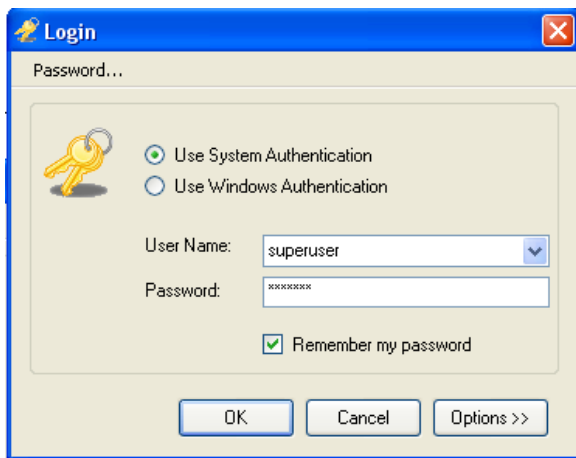
To be able to use QL Time, user identity and a password are needed. These are handed to you by the system administrator.

The trial version comes default with three user identities and appropriate password

- Adminuser(psw:admin01)
- Superuser (psw:super01)
- Normaluser (psw:normal01)

As soon as you start to use the system you should change the password to prevent others from getting access to the system. You change password by clicking on the 'Password' menu in the login form (look at the upper left part illustration below).

When you click on the system icon on your desktop or select 'QL Time' from the program menu on your computer you will get the login form as shown below.



Note You can change your password from this form

If you have a problem with login in to the application see the chapter 'Connection Manager' or contact your system administrator.

It is a couple of other procedures that may be carried out when the application connects to the database.

- If this is the first user login in on a day an automatic backup may be carried out and the user will not notice the backup at all. For more information right now [click here](#).
- If you have downloaded a new version and the new application requires some database updates this will be carried out but with a message to the user:



**Remember to
download a new
version frequently
from our web page
www.QLTIME.com**

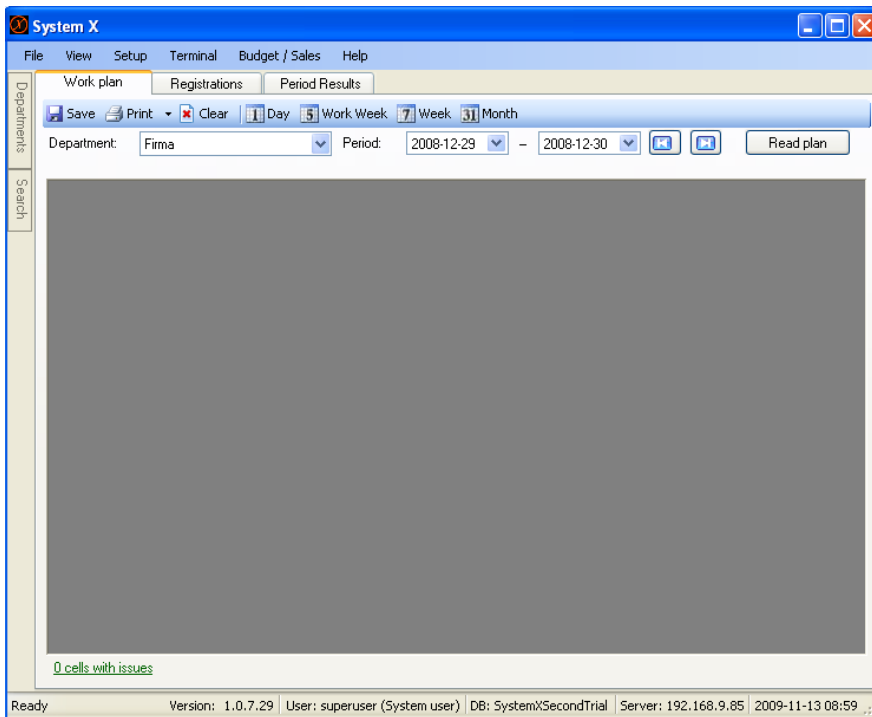
Click yes on the database upgrade to proceed with a new database structure or press 'No' to not upgrade. Not upgrading may cause some unexpected results in calculation or error messages.

4. Main Form (Views)

The example below shows the main form and the display you normally get when QL Time starts.

You see the *main top menu* of “QL Time” (“File”, “View”, “Setup”, “Terminal”, “Budget/Sales” and “Help”) and below some icons on the toolbar.

Main form



QL Time builds on general Windows standards with top menus, side bars and toolbars.

Below the ‘Main top menu’ you see the tab controls ‘Work Plan’, ‘Registrations’ and ‘Period Results’. Clicking on these tabs gives you a new form displaying appropriate information for a selected department and period. You must click the ‘Read data’ button to read data into these forms.

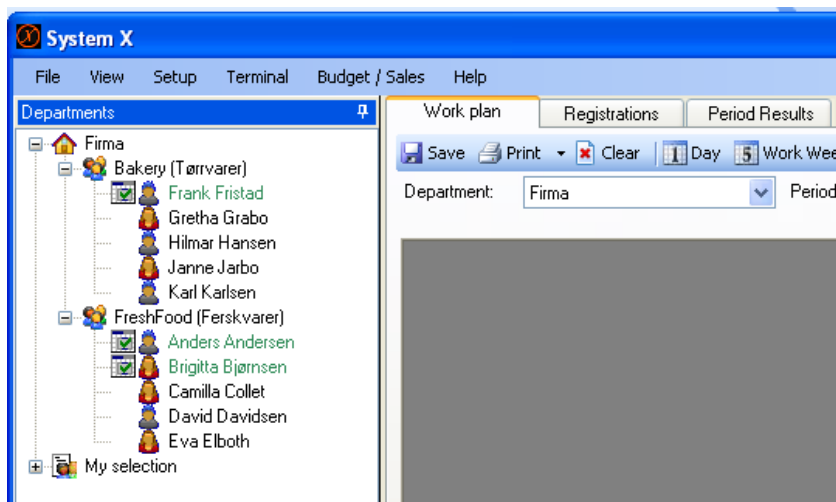
On the **left side** of the main screen you also see some tabs and the text is vertical. The first one displays ‘Departments’ and the second one displays ‘Search’

If you click on the ‘Departments’ tab and then click on the horizontal pin the pin will be displayed as in the illustration below and the department structure will be displayed permanently.

Clicking the pin button again collapses the window and the content of the window will not be displayed if you do not need it and this gives you more work space.

Comment [MR1]: Add info about different user types shortly, because some menu choices will be inactive depending on it.

Comment [UT2]: Change illustration above



TIP: Double click on an employee opens the employee's employee card

If you at this stage want to know how the employee card looks and works, you can [click here](#).

On the bottom of the main window you will see a status bar showing your user name and real name, plus the active database, server and the actual time used by the server.

Example: Status bar (bottom of main window)

Version: 1.0.7.27	User: superuser (System user)	DB: SystemXSecondTrial	Server: 192.168.9.85	2009-10-22 15:56
-------------------	-------------------------------	------------------------	----------------------	------------------

4.1. Work plan – Basic planning

The main menu shows three tab controls:

- Work Plan
- Registrations
- Period Results

In this chapter we will describe what is behind the tab 'Work plan'.

Below the text 'Work plan' is the text 'Department' and on the right of this text - a drop down list, that gives access to the departments the user is entitled to work with. The user should press the drop down list box and select the appropriate department. This automatically will load all people that have a valid work agreement and if they have a valid work agreement schedule for the period the schedule will be loaded into the plan when the button 'Read Data' is clicked.

By default, if no changes are made in the 'Work Plan' window the work plan and the corresponding work agreement schedules are equal.

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear 1 Day 5 Work Week 7 Week 31 Month

Department: My selection Period: 04.01.2010 - 08.01.2010 Read data

Employee	Department	Week2 Mo 04.01.2010	Week2 Tu 05.01.2010	Week2 We 06.01.2010	Week2 Th 07.01.2010	Week2 Fr 08.01.2010	Hours	Hourly salary	Total
Summary		17:00	17:00	08:30	08:30	16:00	67:00		11 987,61
Anders Andersen	Fresh Food	1000-1900:030	1000-1900:030	1000-1900:030		1000-1800:030	33:00	kr 200,00	kr 8 503,61
Birgitta Bjørnsen	Fresh Food	1000-1900:030	1000-1900:030		1000-1900:030	1000-1900:030	34:00	kr 100,00	kr 3 484,00
Camilla Collet	Fresh Food						00:00		kr 0,00
David Davidsen	Fresh Food						00:00		kr 0,00
Eva Elboth	Fresh Food						00:00		kr 0,00

The example above shows that one employee is planned with a vacation (see the sun icon) and one with an absence of type sick (red cross icon). Also national holidays will be displayed on appropriate days with the country flag.

To change the plan you double click on the edit field and to register a start at 10 o'clock and finish at 19 o'clock you type:

- 10 hyphen 19, then colon and 30, to set the exact break in length of 30 minutes (10-19:30).

The length of the break is specified after the work period. You can do this in both hours and minutes. The break is placed in the middle of the work period.

Finish the entry with pressing the Enter key:

NB! Keep in mind that the format for breaks after the column is: **hhmm** which means that if we want one hour break we could type '1000-1900:100'.

It is also possible to tell QL Time exactly when the break should be by entering for example the following string: '**10-19:(1230-1300)**'. QL Time turns this into '10-19:030(1230-1300)' to also tell you the exact length of the break.

Two breaks may be added like this: '**10-19:(1230-1300,1700-1715)**'. QL Time turns this into '10-19:045(1230-1300,1700-1715)' which tells the exact length of the two break periods.

Another possibility is to add two different work periods during the day for example like this: '**(10-15:20),18-21(19-1915)**'. In this case you tell that the first working period should be calculated with a 20 minute break and that the second working period should be calculated as a 15 minute break from 1900.

In the example below we changed a field and it was colored. The color indicates that it is a discrepancy between the underlying work agreement and the plan.

Remember: Changing a field in plan also changes the legal agreement for this day

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear Day Work Week Week Month

Department: My selection Period: 04.01.2010 - 08.01.2010 Read data

Employee	Department	Week2 Mo 04.01.2010	Week2 Tu 05.01.2010	Week2 We 06.01.2010	Week2 Th 07.01.2010	Week2 Fr 08.01.2010	Hours	Hourly salary	Total
+	Summary	17:00	17:00	17:00	08:30	16:00	75:30		11 987,61
+	Anders Andersen	+ 1000-1900:030	1000-1900:030	1000-1900:030		1000-1800:030	33:00	kr 200,00	kr 6 503,61
+	Birgitta Bjørnsen	1000-1900:030	1000-1900:030		1000-1900:030	1000-1900:030	34:00	kr 100,00	kr 3 484,00
+	Camilla Collet			1000-1900:030			08:30		kr 0,00
+	David Davidsen						00:00		kr 0,00
+	Eva Elboth						00:00		kr 0,00

Clicking on the plus sign on the left of the name ‘Anders’ gives a detailed calculation of ‘Anders’ work cost:

System X

FileViewSetupTerminalBudget / SalesHelp

Work plan

Registrations

Period Results

Save

Print

Clear

1 Day

5 Work Week

7 Week

31 Month

Department: My selectionPeriod: 04.01.2010 - 08.01.2010Read data

Employee	Department	Week2 Mo 04.01.2010	Week2 Tu 05.01.2010
Summary		17:00	17:00
Anders Andersen	Fresh Food	+ 1000-1900:030	1000-1900:030
Time			
Agreed		1000-1900:030	1000-1900:030
Issues			
Salary		Agr. week 1 of 4 = kr 1 721,00	Agr. week 1 of 4 = kr 1 721,00
	Normal		08:30 (1000-1415, 1445-1900) = kr 1 721,00
	IC (+21 I +0% TB)	01:00 (1800-1900) = kr 21,00	01:00 (1800-1900) = kr 21,00
	Absence 100%	08:30 (1000-1415, 1445-1900) = kr 1 700,00	
Extra pay		= kr 475,41	= kr 475,41
	Vacation pay (10,2%)		kr 175,54
	Social security (14,1%)		kr 267,41
	Insurance (1,5%)		kr 32,46

TIP: Edit field
is the cell
directly to the
right of the
employee
name

The user may perform the same action using the context menu (by right click on selected field to get the context menu) and then select the ‘View’ and mark the checkbox. The active node will then always be expanded and the rest of the nodes collapsed. To move between employees, hold the SHIFT key down and at the same time press the down arrow key.

Details include three groups referring to cost calculation:

- Time that is agreed and Issues related to it,
- Salary:
 - Ordinary salary,
 - Inconvenient time,
 - Extra time
 - Overtime
 - Shift pay
- Extra pay. All kinds of extra work cost in addition to salary are here, for example:
 - Social security fee,
 - Vacation money,
 - Insurance.

Plus a group for

- Budgets (see example below)

Employee	Department	Week19 Mo 2009-05-04	Week19 Tu 2009-05-05	Week19 We 2009-05-06	H
Summary		17:00	17:00	17:00	51
	Worked time	17:00	17:00	17:00	
	Paid time	17:00	17:00	17:00	
	Sum	1.982,61	1.982,61	2.386,61	
Budget					
	Turnover	20.000,00	38.000,00	23.000,00	
	Work cost	1.300,00 - 1.982,61 = -682,61	2.470,00 - 1.982,61 = 487,39	1.495,00 - 2.386,61 = -891,61	
	Work cost %	6,50% - 9,91% = -3,41%	6,50% - 5,22% = 1,28%	6,50% - 10,38% = -3,88%	
	Articles per day				
	Cubic meters				
	Antall lunchpauser				

Below the group budget, budgeted turnover, work cost and work cost percentage are displayed. In fact you can budget as many different budget types as you like, but only net turnover, work cost budget or work cost percentage can be measured against planned cost.

As mentioned before, figures in red show that you use too much money or resources on a given day. If we look at our example we can see that the budget sale on Monday is very low compared to the staffing.

The work cost percentage is 6.5% on Monday but we use 9.9 %.
Tuesday has a work cost percentage of 6.5%.

4.2. Registrations

QL Time is supposed to work together with registration terminals and thereby give an automatic data caption, but it can be used without the terminal and only with manual registration. Normally, even with a terminal, necessary corrections must be done manually.



QL Terminal

QL Hardware are devices that communicates with the QL software suite to distribute and interact with QL information
Read more...

Check out our web page <http://www.quantumleap.eu/default.asp?wcid=133&miid=131> to get a presentation of our web based terminal.

In this chapter we will only look at manual corrections to ‘Registrations’ and we will give you some basic knowledge regarding how to work with information that are received from the terminal.

Work plan		Registrations		Period Results		
Save		Print		Clear		
1 Day		5 Work Week		7 Week		
31 Month		Issue filter: Not approved				
Department: FreshFood (Ferskvarer)		Period: 23.03.2010 - 26.03.2010		Read data		
Employee	Department	Week13 Tu 23.03.2010	Week13 We 24.03.2010	Week13 Th 25.03.2010	Week13 Fr 26.03.2010	Hours

Below the text ‘Registrations’ the same types of fields are used as those used in the Work Plan window.

The User should select ‘Department’ (e.g. Fresh Food department) and Time period (e.g. one day - 4th of May). After selecting department and dates, button the ‘Read Data’ must be pressed.

The Registration Schedule is more or less equal to the Work Plan (we discussed it in the prior chapter), except for the fact that QL Time **compares real worked hours against the rules** instead of the planned hours.

This gives us the real cost for the period with some minor exceptions.

The registration schedule shows the information from the Work Plan together with all punched data from terminals and / or manual input. In other words, it compares and calculates punched data **toward Work Plan**.

In addition to how it calculates, the issue filter is another important difference compared to the work plan. The 'Issue filter' information is located on the top menu.

System X

FileViewSetupTerminalBudget / SalesHelp

Work planRegistrationsPeriod Results

SavePrintClear1 Day5 Work Week7 Week31 Month

Issue filter: Break: -00:00...+00:30, Not approved

Department: FreshFood (Ferskvarer)Period: 2009-05-04 - 2009-05-04Read plan

Employee	Department	Week19 Mo 2009-05-04	Hours	Hourly salary	Total	
+	Summary	18:14	18:14		2.093,44	
+	Anders Andersen	FreshFood (Ferskvarer)	1002-1922:023(1422-1445)	08:57	kr 100,00	kr 1 122,24
+	Brigitta Bjørnsen	FreshFood (Ferskvarer)	1005-1922	09:17	kr 100,00	kr 971,20
+	Camilla Collet	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
+	David Davidsen	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
+	Eva Elboth	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00

The definitions in the Issue filter influence on what the user will see on the screen and what kind of messages that will be displayed. To change the issue filter it is necessary to have administrator rights and it can be done in the 'Setup' menu.

The example below shows the column named '**Summary**' in red. The figure is the sum of all hours to pay for and the reason for the red color is that it is more than budgeted level for Monday. Otherwise the figure would be in black.

**TIP: Short cut keys
save time**

Clicking on the plus sign on the left of the employee name gives more details of an employee's salary cost and explanations regarding correction that must be carried out.

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear Day Work Week Week Month Issue filter: Break: -00:00...+00:30, Not approved

Department: FreshFood (Ferskvarer) Period: 2009-05-04 - 2009-05-04 Read plan

Employee	Department	Week19 Mo 2009-05-04	Hours	Hourly salary	Total
Summary		18:14	18:14		2.093,44
Anders Andersen	FreshFood (Ferskvarer)	1002-1922:023(1422-1445)	08:57	kr 100,00	kr 1 122,24
Time					
Registered		1002-1922:023(1422-1445)			
Planned		1000-1900:030			
Agreed		1000-1900:030			
Paid time		1002-1422, 1445-1900			
Issues					
		More then planned (+00:27)			
		Late arrival (+00:02)			
		Late departure (+00:22)			
		Too short break (-00:07)			
		Outside flex time (+00:22)			
Salary					
	Normal	Agr. week 1 of 1 = kr 879,33, +01:00 TB			kr 879,33
	IC (+21 +0% TB)	08:35 (1002-1422, 1445-1900) = kr 858,33	08:35	kr 100,00	kr 858,33
		01:00 (1800-1900) = kr 21,00	01:00	kr 21,00	kr 21,00
Extra pay		= kr 242,91			kr 242,91
	Vacation pay (10,2%)	kr 89,69			kr 89,69
	Social security (14,1%)	kr 136,63			kr 136,63
	Insurance (1,5%)	kr 16,58			kr 16,58
Brigitta Bjørnsen	FreshFood (Ferskvarer)	1005-1922	09:17	kr 100,00	kr 971,20
Camilla Collet	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
David Davidsen	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
Eva Elboth	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00

When the group 'Time' is expanded several additional lines are displayed:

- 'Registered' which equals punched data (manually or automatic from terminals)
- 'Planned' is what we stored in the Work plan section (or work agreement schedule)
- Agreed time equals the work agreement schedule
- Paid time is what QL Time calculates based on input and what will be used exporting data to external salary systems.

Messages and registrations may be given in two different colors:

- In Red – some issues are not satisfactory explained or handled and requires your attention (it means there are differences from settings in "Issue filter"); and
- In Green. The green lines may be acknowledged without any changes at all because the differences are in line with the issue filter.

The default is that the employee only gets paid for what he or she worked inside the plan and that the employee is not paid for any time or absence that is not registered or that the plan is not fulfilled completely.

If we look at ordinary hours for Anders (see example above), we see that calculated time is from **10:02** even if the plan starts at 10 o'clock.

Note! Correct calculation benefits both employee and employer

Anders will **not** get pay after 19:00 even if he worked until 19:22. But he **gets extra pay** because he took a **shorter break**.

If we **do not want** to pay Anders extra for the extra time registered from 19:00 to 19:22 and since the rest is correct we use the short cut key Control + F1 to approve the day.
On the right of the group 'Issues', the text 'Approved by superuser' will appear. In our example Superuser is the user name used for login in to QL Time.

All text will turn green after we approve registrations.

System X						
File View Setup Terminal Budget / Sales Help						
Departments	Work plan			Registrations		
	Period Results					
Search	Save Print Clear Day Work Week Week Month			Issue filter: Break: -00:00, +00:30, Not approved		
	Department: FreshFood (Ferskvarer)			Period: 2009-05-04 - 2009-05-04		
				Read plan		
Employee		Department	Week19 Mo 2009-05-04	Hours	Hourly salary	Total
+ Summary			18:14	18:14		2.093,44
- Anders Andersen		FreshFood (Ferskvarer)	1002-1922:023(1422-1445)	08:57	kr 100,00	kr 1 122,24
Time						
Registered			1002-1922:023(1422-1445)			
Planned			1000-1900:030			
Agreed			1000-1900:030			
Paid time			1002-1422, 1445-1900			
Issues			(Approved by superuser)			
			More then planned (+00:27)			
			Late arrival (+00:02)			
			Late departure (+00:22)			
			Too short break (-00:07)			
			Outside flex time (+00:22)			
Salary			Agr. week 1 of 1 = kr 879,33, +01:00 TB			kr 879,33
		Normal	08:35 (1002-1422, 1445-1900) = kr 858,33	08:35	kr 100,00	kr 858,33
		IC (+21 +0% TB)	01:00 (1800-1900) = kr 21,00	01:00	kr 21,00	kr 21,00
Extra pay			= kr 242,91			kr 242,91
		Vacation pay (10,2%)	kr 89,69			kr 89,69
		Social security (14,1%)	kr 136,63			kr 136,63
		Insurance (1,5%)	kr 16,58			kr 16,58
+ Brigitta Bjørnsen		FreshFood (Ferskvarer)	1005-1922	09:17	kr 100,00	kr 971,20
+ Camilla Collet		FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
+ David Davidsen		FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
+ Eva Elboth		FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00

When the registration for Anders is finished, it can be convenient to click on the hyphen on the left of Anders` name in order to have a broader view by getting rid of the detailed information for 'Anders'.

In the example above there are also some issues regarding Brigitta:

Text in red says that Brigitta has forgotten to record the break or that she has not taken a break. The default rule is that if break is not taken for some reason appropriate information must be registered.

If we want to redraw the extra payment given for not taking the break we can do the following:

Breaks are left as is, but user may adjust a break to the planned break (or default break)

Using a short cut key 'CTRL +SHIFT+ P' adds a break after a default start up period of the day in the *registrations*.

After the break is added the corrections are finished and using the short cut key 'CTRL + F1' to approve the day.

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear Day Work Week Week Month Issue filter: Break: -00:00..+00:30, Not approved

Department: FreshFood (Ferskvarer) Period: 2009-05-04 - 2009-05-04 Read plan

Employee	Department	Week19 Mo 2009-05-04	Hours	Hourly salary	Total
Summary		17:44	17:44		2.029,28
Anders Andersen	FreshFood (Ferskvarer)	1002-1922:023(1422-1445)	08:57	kr 100,00	kr 1 122,24
Brigitta Bjørnsen	FreshFood (Ferskvarer)	1005-1922:030(1428-1458)	08:47	kr 100,00	kr 907,03
Time					
Registered		1005-1922:030(1428-1458)			
Planned		1000-1900:030			
Agreed		1000-1900:030			
Paid time		1005-1428, 1458-1922			
Issues		(Approved by superuser)			
		More then planned (+00:17)			
		Late arrival (+00:05)			
		Late departure (+00:22)			
Salary		Agr. week 1 of 1 = kr 907,03, +01:22 TB			kr 907,03
	Normal	08:47 (1005-1428, 1458-1922) = kr 878,33	08:47	kr 100,00	kr 878,33
	IC (+21 +0% TB)	01:22 (1800-1922) = kr 28,70	01:22	kr 21,00	kr 28,70
Camilla Collet	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
David Davidsen	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00
Eva Elboth	FreshFood (Ferskvarer)		00:00	kr 100,00	kr 0,00

This completes the necessary corrections for this day and the records are ready for export when it is time to lock up the period.

Another way to make corrections is from Actual time details window. We right click on the field we want to work with and select Edit from the appeared context menu:

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear 1 Day 5 Work Week 7 Week 31 Month Issue filter: Break: -00:00...+00:30, Not approved

Department: FreshFood (Ferskvarer) Period: 2009-05-04 - 2009-05-04 Read plan

Employee	Department	Week19 Mo 2009-05-04	Hours	Hourly salary	Total
Summary		18:14	18:14		2,093.44
Anders Andersen	FreshFood (Ferskvarer)	1002-1922:023(1422-1445)	08:57	kr 100,00	kr 1 122,24
Brigitta Bjørnsen	FreshFood (Ferskvarer)	1005-1922		100,00	kr 971,20
Time		Issues:			
Registered		* Missing break			
Planned		1000-1900:030			
Agreed		1000-1900:030			
Paid time		1005-1922			
Issues		More then planned (+00:05)			
		Late arrival (+00:05)			
		Late departure (+00:22)			
		Missing break			
Salary		Agr. week 1 of 1 = kr			
	Normal	09:17 (1005-1922) =			
	IC (+21 +0% TB)	01:22 (1800-1922) =			
	OT (+50%)	00:17 (1428-1445) =			
Camilla Collet	FreshFood (Ferskvarer)				
David Davidsen	FreshFood (Ferskvarer)				
Eva Elboth	FreshFood (Ferskvarer)				

Edit

- Reset Ctrl+Del
- Adjustments
- Absence
- Departments
- Employees
- Approval
- Notes
- Manual payments
- Timebank
- View
- Rule summary

This window gives more concentrated information about the time we want to pay for:

System X

File View Setup Terminal Budget / Sales Help

Work plan Registrations Period Results

Save Print Clear 1 Day 5 Work Week 7 Week 31 Month Issue filter: Break: -00:00...+00:30, Not approved

Department: FreshFood (Ferskvarer) Period: 2009-05-04 - 2009-05-04 Read plan

Actual Time Details

Employee: Brigitta Bjørnsen
Department: FreshFood (Ferskvarer)
Date: 04 May 2009, Monday

Planned: 1000-1900:030

Absences (0) Manual payments (0)

Registered: 1005-1922

Active registrations

Code	Time	Reg. time	Source
In	10:05:00	2009-11-23 17:44	superuser
Out	19:22:00	2009-11-23 17:44	superuser

Registration issues:

- More then planned (+00:47)
- Late arrival (+00:05)
- Late departure (+00:22)
- Missing break

Restored original

Update
Insert planned breaks

Adjustment

Payed for: ☐ Planned time ☒ Registered time ☐ Manual time

Note: 1005-1922

Approval: ☐

Change IC (inconvenient) and OT (overtime) handling:

☒ Add OT to timebank

OK Cancel

Here we see the same Registration issues. Also we can choose what time – planned, registered or manual – we want to pay for. Manually added time will always be fully paid, it does not matter what rules you have defined.

Pressing ‘Insert planned breaks’ and then the button ‘Update’ adds a break to the registration.

Actual Time Details

Employee: Brigitta Bjørnsen
 Department: FreshFood (Ferskvarer)
 Date: 04 May 2009, Monday

Planned: 1000-1900:030

Absences (0) | Manual payments (0)

[New](#)
[Edit](#)
[Delete](#)

Registered: 1005-1922:030(1428-1458) [Update](#) [Insert planned breaks](#)

Active registrations | Original registrations

Code	Time	Reg. time	Source
In	10:05:00	2009-08-28 15:14	superuser
BreakOut	14:28:00	2009-08-28 15:14	superuser
BreakIn	14:58:00	2009-08-28 15:14	superuser
Out	19:22:00	2009-08-28 15:14	superuser

[Restore original](#)

Registration issues:

- More then planned (+00:17)
- Late arrival (+00:05)
- Late departure (+00:22)
- Outside flex time (+00:22)

[Adjustment](#)

Paid for: ☐ Planned time ☒ Registered time ☐ Manual time

1005-1922:030(1428-1458) Acc. to flextime rules it will be payed for: 1005-1900:030(1428-1458)

Note: Break was taken, she forgot to clock.

Approval: ☒ **(Approved by superuser)**

Change IC (inconvenient) and OT (overtime) handling:

☒ Add OT to timebank

OK **Cancel**

Notes about any discrepancies can be added (for example, why break was not taken on appropriate day) and registration may be approved checking the mark ‘Approval’.

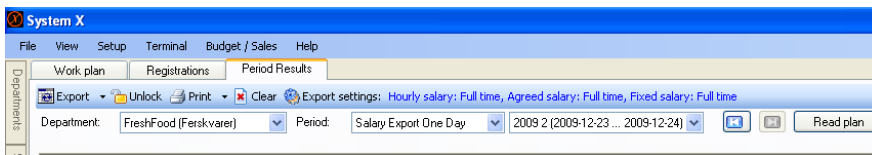
As mentioned before, there are several ways to work with registrations. Eventually, you will decide which way to check registrations is the handiest for you.

4.3. Period Results

QL Time 'Period Results' Schedule is a procedure that carries out:

- Locking registrations within the period from being edited;
- Export data to external systems:
 - a. Ascii files,
 - b. XML file,
 - c. Excel;
- Update the statistical table in the QL Time database.

The main goal is to produce the result that will be exported to external systems based on your settings and prevent further editing of the period and to create a statistical database for analyzes.



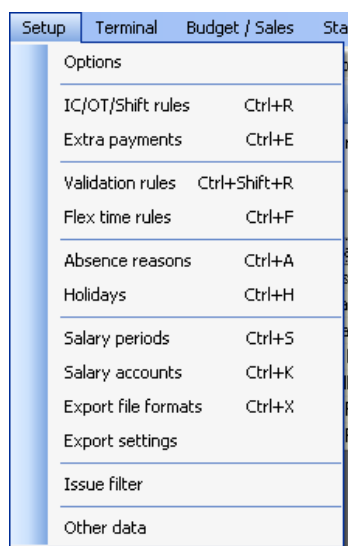
What you will see in the schedule is depending on the set up for the period result. You will find detailed information in the chapter 'Setup Period Result'.

5. Setup

The 'Setup' menu is located within the top menu in the main form. The 'Setup' menu provides access to all of the tools located in the system.

Keyboard shortcuts can be used to open the tools in a faster way.

This section gives you only a brief overview of each function. For more details use the link related to each sub chapter.



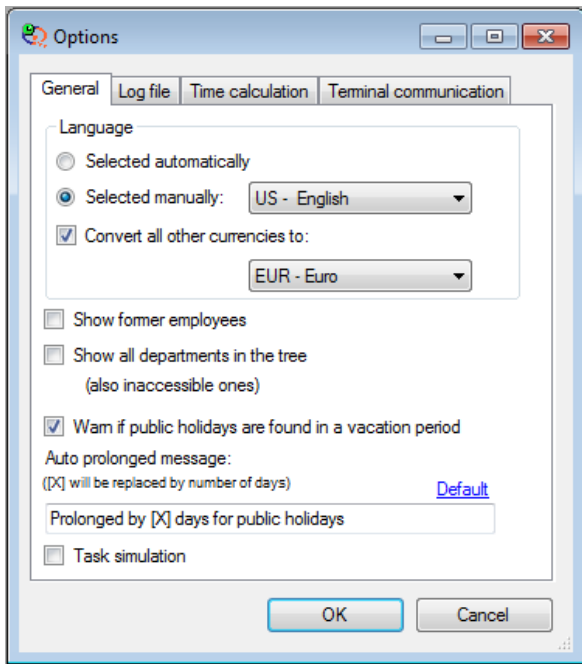
Access to specific items on the tool menu will depend on the classification of the user.

- The Administrator can see and change everything
- The Super user has limited access
- The Normal user only has access to some menu choices

The word 'Setup' is used, when we discuss user forms for changing application behavior in a specific way. It may for example be filling in default values that will be used by a 'normal user' or setting up calculations rules.

5.1. Options

The option dialog box gives you several opportunities. The most important is the language setting, terminal setting and currency to use.



5.2. IC/OT/Shift rules/Extra Time

In this tool we define how salaries will be calculated. We refer to the result as 'Salary Cost'. QL Time has built in salary types that are automatically calculated:

- Ordinary hours
- Extra pay for inconvenient time
- Extra pay for overtime
- Extra pay for working special shifts
- Extra Time

Day and week rule regarding overtime is also set by using this tool.
For more information see Chapter x.x.x.

5.3. Extra payments / Additional cost

In addition to salary cost there are also some other costs associated with the employee that must be calculated before we know the real cost of the employment.

To get the total cost for hiring we also need to calculate cost for vacations, social fees to the government and, for example, insurance.

When we add salary cost and additional cost we should end up with the total cost of employment which we describe as 'Work Cost'

'Extra pay agreement' is used for an employee and can be selected in the employee card – 'Salary information' page. Calculated extra cost will appear in the plan, registrations and period result section.

5.4. Flex time rules

Use of flex time gives the employee more freedom in the daily work and the basic idea is that an employee can arrive or depart before or after ordinary scheduled hours without any notice to the employer.

It is necessary to bind each employee to a flextime rule even if there is no flextime allowed. The reason is that QL Time by default put everything outside the scheduled time in the time bank. To prevent QL Time from this action it is necessary to define a rule without any flexibility at all and **to mark the rule that time bank is not allowed**.

If the flextime rule is marked 'do not use time bank' then the system allow flexibility but the pay will be immediately.

Note! Make sure that a non flextime rule is used to avoid the default time bank functionality

5.5. Validation rules

Validation rules are used when you create a work time agreement and work in the plan section (but not in the registration window).

Several checks for example regarding maximum work time during one week may be configured and put to work. The rules will be checked every time something changes in the work agreement schedule or the plan schedule and a warning is issued if the rule is broken.

For each employee you can link to a validation rule on the employee card in the work agreement page.

Remember that validation rules are defined for each country

5.6. Events

In QL Time events is all kind of events that keeps the employee away from the ordinary work place. Events can be categorized for example as:

- Sick leave
- Vacation
- Work from home
- Business trips
- Education

In fact event types may also be used to keep track of special projects.

To set up and maintain your business rules regarding events are absolutely a must to get things running smoothly.

5.7. Event types

All event reasons must be linked to an event type. There are 5 default event types:

- Vacation
- Illness
- Watch
- Project
- Other

The purpose of grouping absence reasons into types is for simplified reporting.

5.8. Holidays

Holidays are predefined in the database, but the user is responsible for checking out the holiday definitions and to make sure that they are aligned to the existing situation within the company and for the countries involved.

New holidays may be added and old removed if necessary.

5.9. Salary periods

A salary agreement period describes for witch time periods the system will export information, for example to a salary system. For example, if a company uses monthly salary, the salary period will normally be from the first day in the month to the last day in the month, regardless if the month ends in the middle of the week.

Since QL Time allows many types of exports even for one single department the salary period must be linked towards each single employee.

In addition to set up a rule, each agreement must be split into time periods, for example 12 to cover each month in a year.

In addition the salary period function locks the employee and /or department from further editing after the export.

Salary period export adds corrections to the previous period, if needed. It is used in a case when only part of the salary period was exported.

Salary period export saves statistical details to two different tables:

- Exported details with hours
- Statistical details with calculated paid hours. There is also a statistical payment sum (sum of all details) in the main table.

The salary period agreement defined on the employee card links an employee to a 'Salary Period Agreement' definition. Then reading salary for a selected department and salary period will only show employees linked to the period agreement. Settings form on the Period results page allows choosing what should be exported for employees with different salary types.

5.10. Internal accounts

To be able to use the full strength of the system and have the possibility to calculate other cost types than the built in types it is necessary to establish internal accounts.

The accounts you define may then be used in the plan and registration sections and these accounts defines what may be exported to other systems, for example a salary system.

NB! You can make the system calculate salary without defining internal accounts but to be able to export salaries it is absolutely necessary to define the internal accounts.

Distinguish between
internal account
number and links to
external account

5.11. Export file formats

QL Time gives you the possibility to edit how the content of the ascii file will look like. It is possible to build up different types of export formats and it also gives the possibility to set file names for the exported file based on for example date of export, department number, which user that exported the file or a combination of several criteria.

There are some predefined file formats in the QL Time test database but it is very important that the user checks exactly what he needs and compare the result in QL Time with the salary system that will be used.

We will also draw your attention to the fact that XML or Excel files can be exported and even export directly from one database to another database is possible.

5.12. Imported data

Imported data is normally employee data, historical sales data or budget data.
A special import module can be configured to read data into the employee module.

Comment [UT3]: Functionality not created yet

It is possible to import sale and different budget types in form of ascii files or xml files or directly from database tables.

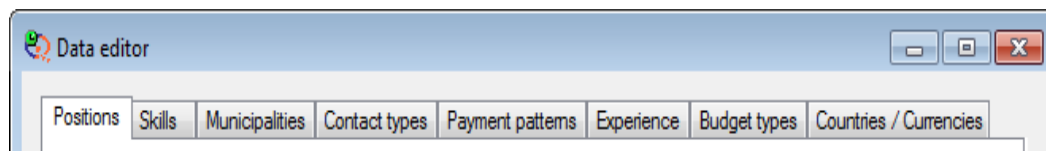
Built in or preconfigured solution for import of net sale per department to measure work cost % is available and special solutions may be customized.

In the free version import of sales data and employee data is not included and must be done manually.

5.13. Other data

This section gives you in fact the possibility to add the basic data you may need for different scenarios such as:

- Position within the company
- Skills
- Payment patterns
- Contact types
- Municipalities
- Experience
- Budget types
- Currency



For more information read the detail section.

6. Terminal

6.1. Terminals

Terminals working with QL Time are quite unique hence to what we normally think of as terminals. Terminals software that may be used from QL Time may run on

- Windows XP or later versions of Windows
- Windows CE
- Web browsers (ASP)
- Cell Phones

To be able to test the QuantumLeap solutions without any extra investment we have also created the CRegWeb solution.

This solution is straight forward to use and requires only a web connection and a browser.

To get more details visit the [CRegWeb homepage](#) and '[How does CRegWeb.com works?](#)'.

The 'CReg' software comes in different "flavors":

- Server side
- Client Side

Selecting 'Terminals' in the tool menu gives you access to a separate application, in fact the client side of CReg. The client side is distributed in the basic package.

There is no limit on how many terminals that may be added. Basically, this tool is used for sending and/or receiving clocking for employees but you can distribute work plans and messages too, see below.

6.2. Terminal messages

Since QL Time terminals in fact are computer software we are not limited to only collecting basic information.

We can send general messages to the terminal, department messages and even messages to each single employee.

This tool gives you the possibility to define standard messages and also send detailed messages.

Documentation for this application can be downloaded together with the CReg application. Default it will not be accessible if you do not have a terminal license.

7. Budget

The budget tool can be selected from the top menu but it can also be popped up directly from the 'Plan' or 'Registration' schedule.

It is important to notice that the fields that may be budgeted is set up in 'Other data' and the tab 'Budget types'

It is only a few predefined parameters which are 'work cost', 'work cost %' and 'net sale'.

You can add so many budget types as you want.

8. Real figures

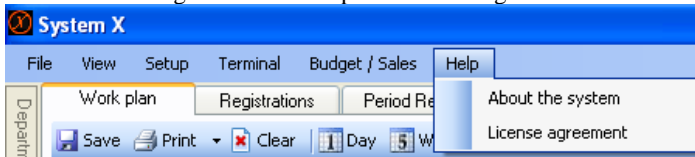
Real figures can be entered directly into QL Time or imported in different ways. QL Time has a built in API that can be used for importing data or the ascii file import may be used.

The figures that can be entered are the same as defined for budget types.

9. Help

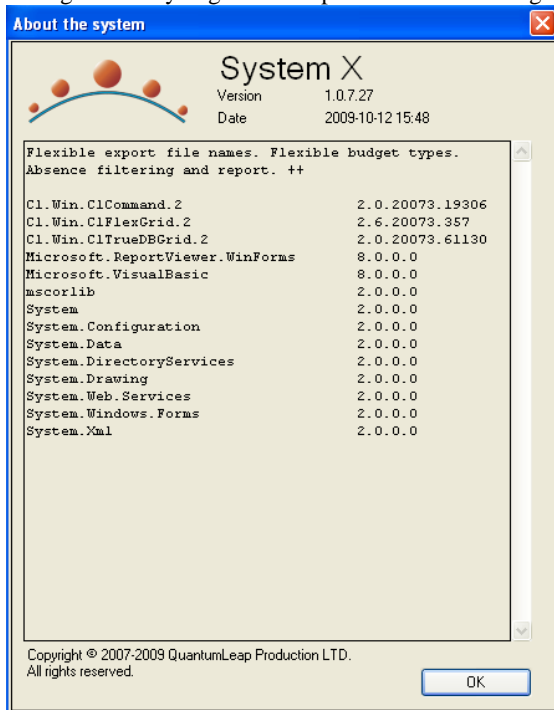
The 'Help' menu is located on the top menu in the main form. The 'Help' menu provides access to information about QL Time but do not give you online help.

License agreement is also presented through this menu.



9.1. About the system

The example below gives a detailed overview of which components used by QL Time are installed on the computer. On the top of the screen you can read the version number and when the application is compiled. Right below you get a description of what is changed in the last version.

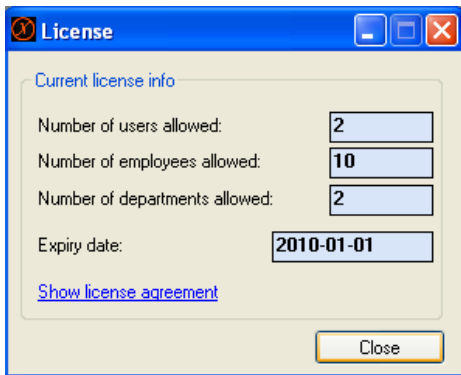


The information is used together with the support department in some special cases to track down installation problems.

9.2. License agreement

The example below shows you the license agreement form and you also get a direct link to the license agreement.

Nothing can be changed in this form.



The screenshot shows a Windows-style dialog box titled "License". It contains a section titled "Current license info" with the following fields:

Number of users allowed:	2
Number of employees allowed:	10
Number of departments allowed:	2
Expiry date:	2010-01-01

Below these fields is a blue hyperlink labeled "Show license agreement". At the bottom right of the dialog is a "Close" button.

Upgrading the license key is done from the administration kit with administrator rights.

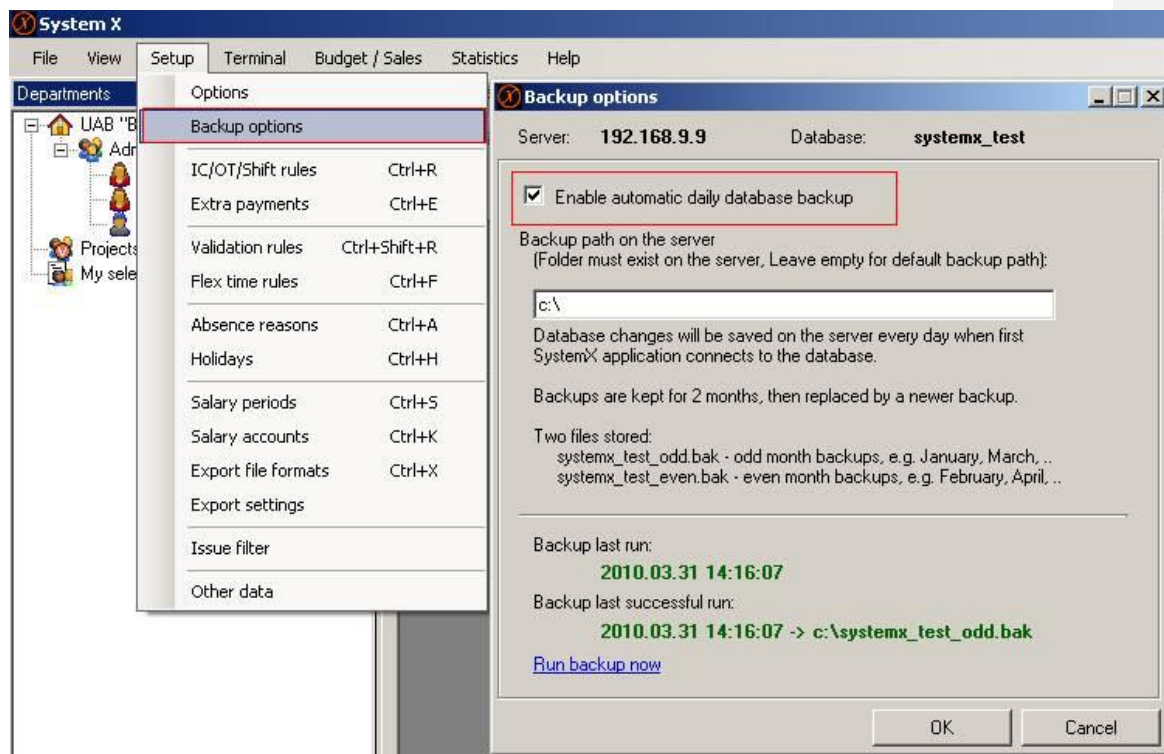
10. Backup

Backup of database is supposed to be taken care of by the IT department or IT responsible within your organization.

If you are running the database on a desktop/laptop then you must take the responsibility for backing up your database.

If you run the free downloadable version of QL Time together with a QL Time prepared instance of the SQL Express database the application provides you with a built in back up solution.

Select 'Setup' and then 'Backup Options' from the main menu to open the form.



If you check the box 'Enable automatic daily database backup' QL Time database will automatically be backed up once every day **WHEN THE FIRST USER LOGS ON** to the database.

Path can be entered where to back up. This is a **SERVER** path and it must exist, otherwise backup will fail.

If Path is empty then it will backup to the default server backup path, which is normally something like "C:\Program files\Microsoft SQL Server\...\Backup...".

There will be 2 files stored **database_name_odd.bak** and **database_name_even.bak**. File '_odd' stores backup for all odd months, like January, March and file '_even' stores even months, like February, April.

That way last 2 months of database backups are kept.

FULL backup is taken when the file is initialized (e.g. when a new month starts or when the backup path is changed). All other backups are DIFFERENTIAL – because this is the fastest solution.

Be aware that the back up of database to a server is not enough if the computer breaks down. The files backed up should be copied to another media and moved to another site than where the server is located.

11. LOGGING FUNCTIONALITY

QL Time has a very advanced login functionality that allows tracking of changes down to a single user. The logged transaction can be viewed with the Administration Kit and are explained in the Administration Kit Document.

12. SMS

Note! Functionality only available after special agreement.

QL Time can offer you an SMS module as a separate component. This service has two different possibilities.

- Sms individual or broadcast to predefined groups
- Filling a watch automatically and with feedback to
 - Everybody on the list
 - The one that get the watch
 - Manager

13. SSL

QL Time will in the future be run with the SSL active X component which enables the application to be run through a special port and thereby make it easier to give external access to the application.

14. Compatibility with other applications

QL Time is integrated with all other QuantumLeap products and services (task manager that incorporates skills qualification, staff scheduling and sophisticated communication tools in the same solution). In these cases, at least employees and department information are shared between the applications.



15. End brief description

This section has

- Explained basic terminology
- Guided you through some planning experiences
- Discussed shortly basic principles

To be able to set up and manage the system it is necessary to move on to the next section that drill down in more depth regarding setup and use of the tools provided.

PART TWO SETUP AND PREPARATION



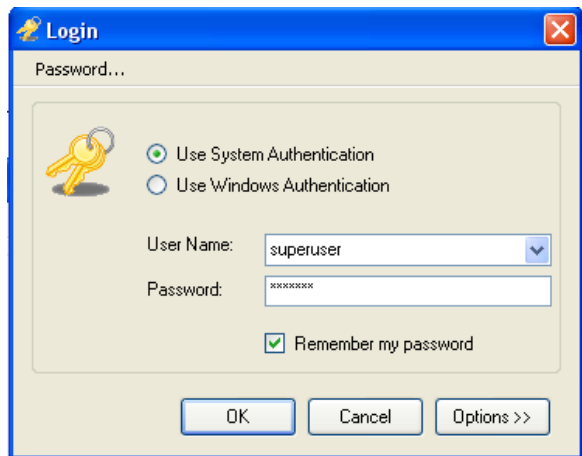
16. QL Time Configuration

16.1. Connection Manager

There are several things can be done after clicking on QL Time icon and loading QL Time Login' window:

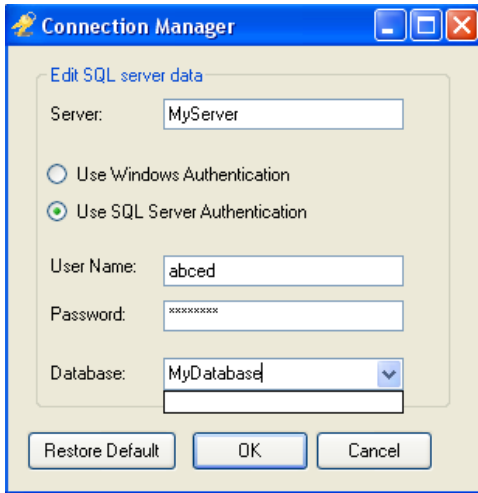
1. change connection to a different server and / or database,
2. change login password,
3. login to QL Time.

Changing connection data



In order to change connection to a different server and / or database 'Connection Manager' is in use. The **Options >>** button in the Login' window should be pressed.

'Connection Manager' window appears and appropriate fields should be filled in (see picture below). Then **OK** button should be pressed to save and close this window.



Changing login password

Clicking **Password...** on left top corner of the Login' window, marking ☒ **Change My Password on Login** enables to login password changing.

After current user's password is entered, and pressed **OK** button, window like bellow appears:

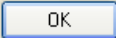


Comment [MR4]: Change picture, because of text error

After filling these fields, message that password has (or has not) been changed will be displayed and QL Time will be loaded normally.

This procedure will have to be accomplished every time changing password.

Login' to QL Time

Login data (user name and password) should be entered (see chapter “[Launching the application](#)”) in the login form and the  button pressed for daily QL Time use.

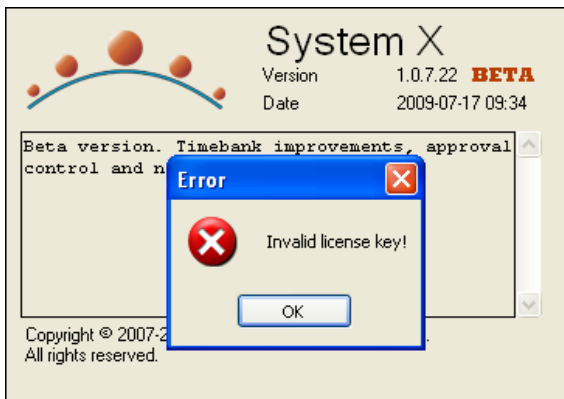
16.2. License key

But before the database and QL Time application can be used, a license number is needed. License key is provided by QunatumLeap production LTD or its dealers. User must use QL administration tool in order to upgrade the license key.

The license key keeps track of five components:

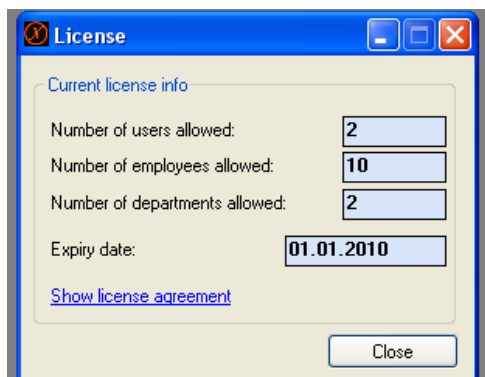
- Number of users
- Number of departments
- Number of employees
- Date to
- Unique License number

After the license expires, user will not be able to login to the system and message similar to the example below will appear:



Checking license information in QL Time

Clicking on the 'License information' after selecting 'Help' from the top menu license details will be displayed.



Full license agreement text will be loaded after clicking on 'Show license agreement' hyperlink.

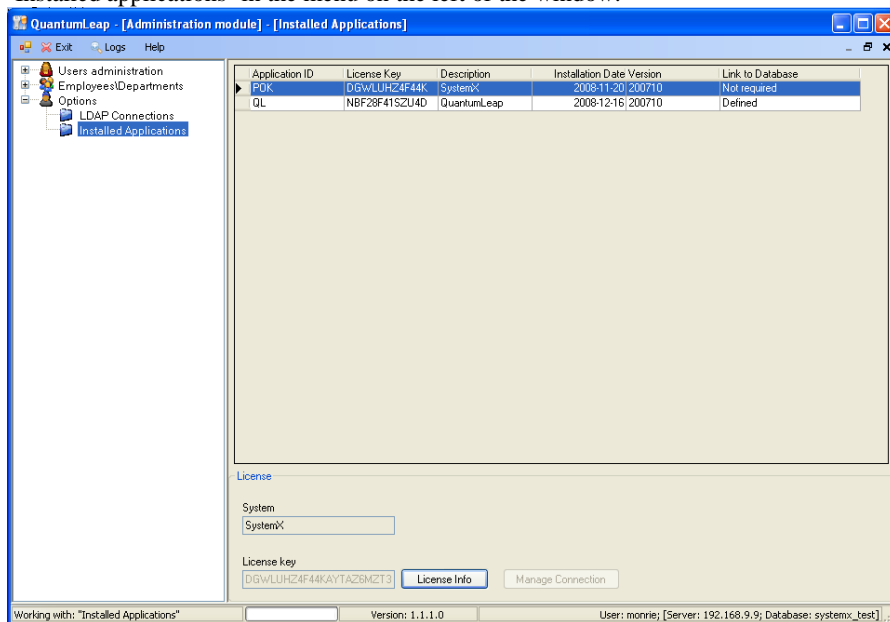
NB! You need administrator rights to see the details.

Updating the license key

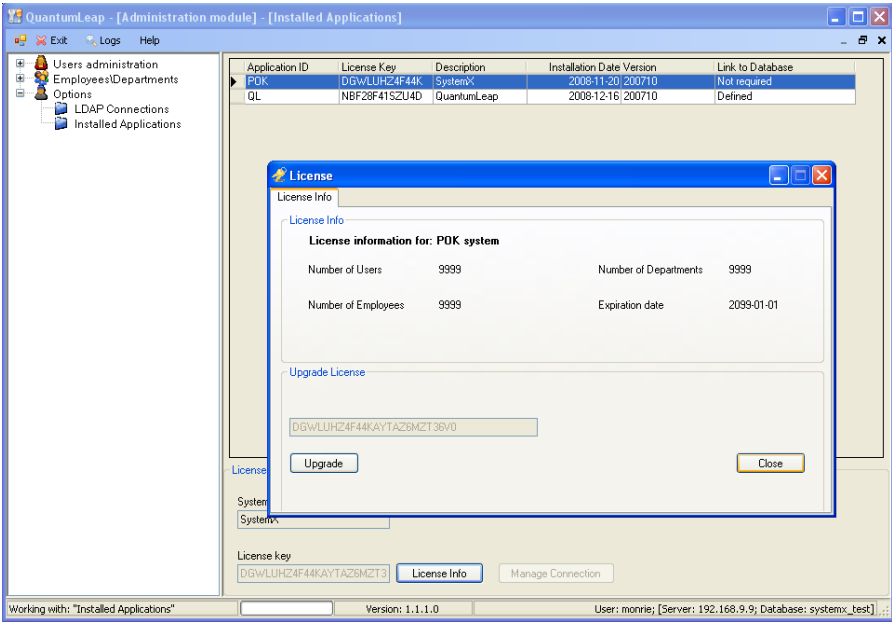
This topic is outside the scope of this manual, but it is done from the **Administration Kit** which is a separate application aimed to maintain all QL applications and thereby users of the system.

The illustration below is screen shots from the QL Administration Kit and it is not available through the free download install package.

If QL Administration Kit is provided, "Options" should be selected and then double click on 'Installed applications' in the menu on the left of the window.



Pressing 'License info' button at the bottom of the window gives information like Number of employees, number of department, license expiration date and of course license key.



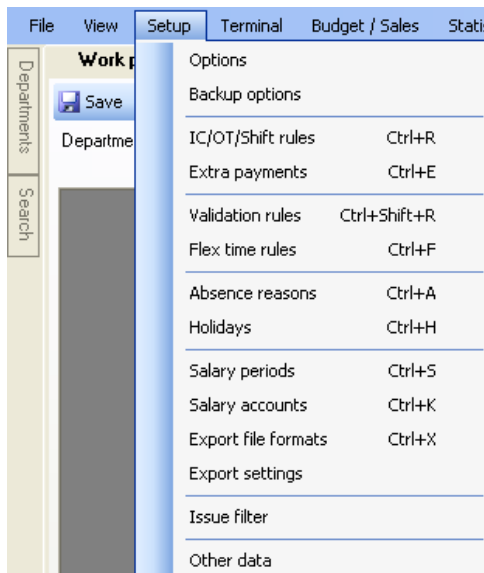
16.3. System functions

If select “Setup” from the top menu, user can review each function of the system. Access to this full menu depends on user’s access rights.

User’s access right can be:

- Administrator
- Super user
- Normal user

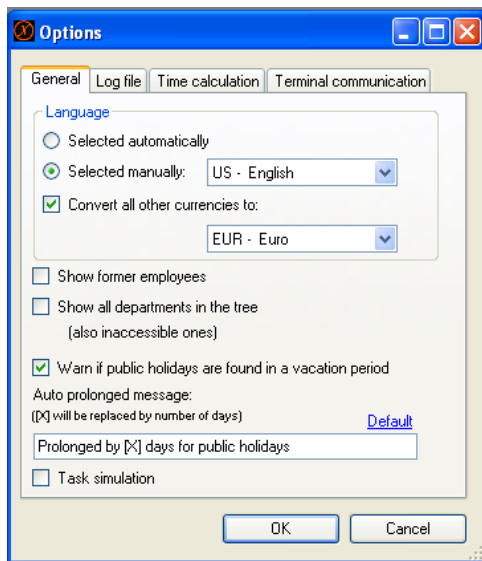
In the example below ‘Setup’ menu shows the choices available depending on the user rights (in this example - Administrators access).



Menu choice ‘Options’

The menu consists of several tab controls (example below).

Tab ‘General’



The 'General' tab lets the user select the preferred language or let QL Time select language automatically based on regional settings from the computer operating system.

Also if checked 'Convert all other currencies to:' a drop down list box became available and user may select to what currency payments should be converted and displayed in order to get better overview of the figures. For more information right now [click here](#).

The third option in this form is to display employees that have a date set for 'Hired to' that is less than today's date, in other words – to display people that are not working in the company anymore.

The next choice is to show all departments in the organization structure even if the user can't access them.

The choice 'Warn if public holidays are found in vacation period' is an important parameter in some countries. The box should be checked if a public holiday automatically gives extra days off in connection with vacation.

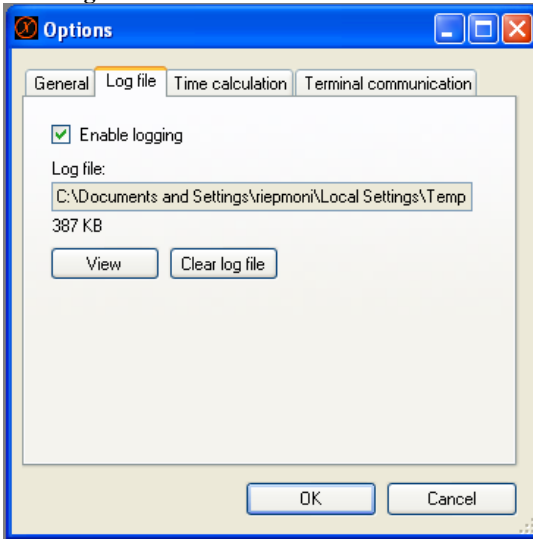
The choice 'Default' is: 'Prolonged by [X] days for public holidays'
Change the X to number of days if you want the vacation period to be prolonged.

Some countries automatically enhance the number of days off if the holiday happens to be on a scheduled work period

The choice 'Task simulation' is temporary until real tasks will be displayed instead.

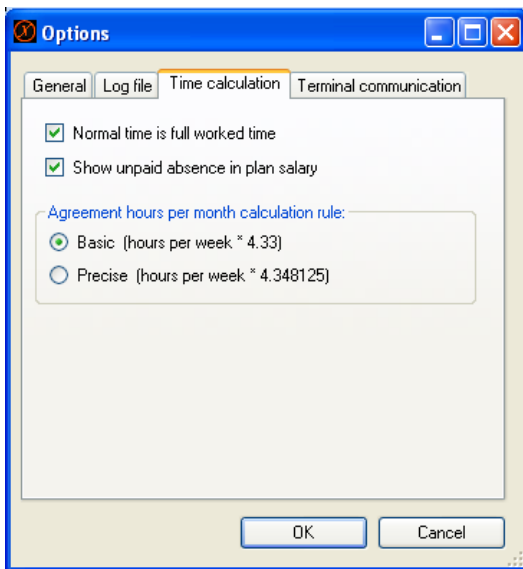
This gives you an idea of how tasks from QuantumLeap task management will be displayed

Tab 'Log file'



This choice is for debugging use only and in cooperation with QL Time support organization.

Tab 'Time calculation'



- **Checkbox 'Normal time is full work time'.** This is a matter of how the organization is used to work with overtime and inconvenient time.

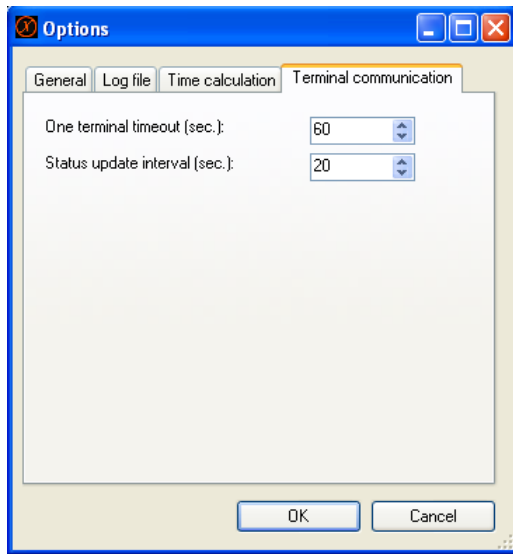
If the box is checked then the 'Ordinary time' includes all worked time, inclusive overtime and inconvenient time. The consequence is that overtime and inconvenient time only display the extra cost for overtime and inconvenient time.

If the box is not checked then ordinary time and inconvenient time still shows the same amount of hours but the cost will be increased with the ordinary pay cost and as a consequence ordinary hours will be reduced with the same hours.

For the detailed example right now [click here](#).

- **Checkbox 'Show unpaid absence in plan'**. If this is checked, unpaid hours will be displayed in the plan and registration section.
- **Checkbox 'Agreement hours per month calculation rule'**. To be able to convert between monthly salary and weekly salary the system use a variable to recalculate the week. There is possibility to select between a precise recalculation or the more normal choice with 4.33 weeks in an average month.

Tab 'Terminal communication'



This option is related to how long the system should wait for answers from terminals (MR650) and how often the system should listen for messages from the CMS terminal software.

16.4. Other data

Under 'Setup' menu, the last menu choice in the drop down menu is a choice named 'Other data'. We strongly advice to work with the structure of the data input in this section to be able to set up the system in a best possible manner and to make QL Time easier to work with.

The data editor consists of several tab controls such as:

- Positions
- Skills
- Municipalities
- Contact types
- Payment patterns
- Experience

The basic information entered in this form will be used in several places in the application, normally in conjunction with the employee card.

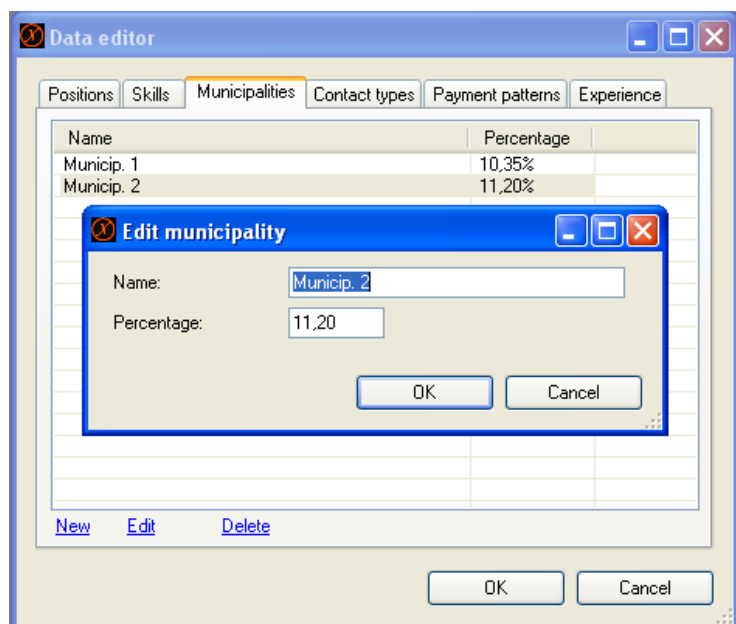
Tab 'Positions'

User will be able to enter names for positions (manager, accountant, assistant, etc.)

Name
Accountant
Deputy Store Manager
FreshFood Manager
NonFood Manager
Office Assistant
Security guard
Store assistant
Store Manager

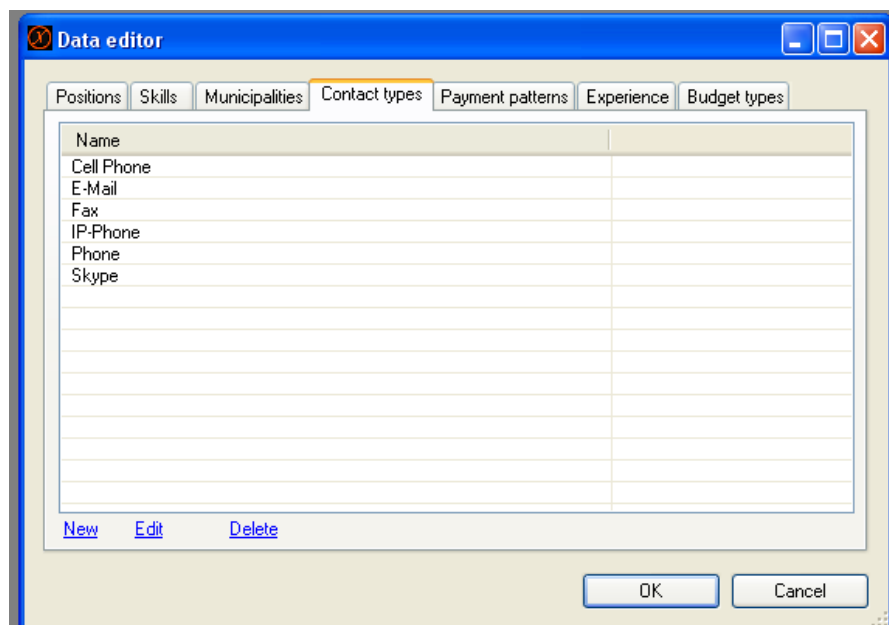
Tab 'Skills'

Skills are used in conjunction with the employee card. Each employee can have several skills. We recommend that the use of skills is limited to internal classification of skills of the most common formal skills such as 'Bachelor Degree' or 'Master Degree'. See also the description of tab 'Experience'.



Tab 'Contact types'

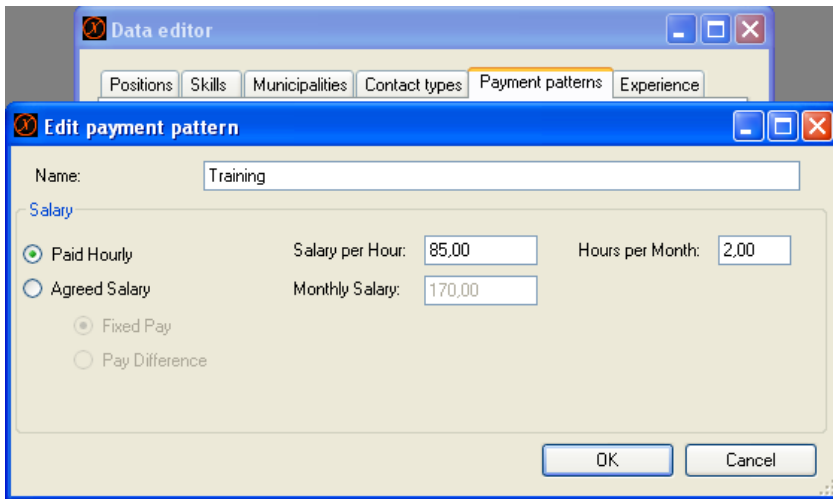
There are no limitations on number of contact types.



Tab 'Payment patterns'

User will be able to create several Payment patterns (these are used in the employee card salary info page) where pattern name and salary details should be defined:

Comment [MR5]: Work agreement



The screenshot shows a software interface with a 'Data editor' window. Inside, there are tabs for 'Positions', 'Skills', 'Municipalities', 'Contact types', 'Payment patterns', and 'Experience'. The 'Payment patterns' tab is active. A dialog box titled 'Edit payment pattern' is open. It contains a 'Name' field with the text 'Training'. Below this is a 'Salary' section with two main options: 'Paid Hourly' (selected with a radio button) and 'Agreed Salary' (unselected). Under 'Paid Hourly', there are two input fields: 'Salary per Hour' with the value '85,00' and 'Hours per Month' with the value '2,00'. Under 'Agreed Salary', there is a 'Monthly Salary' input field with the value '170,00'. Below these are two more radio button options: 'Fixed Pay' (selected) and 'Pay Difference' (unselected). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

This may also be used as a template for registering employees so that you don't have to key in all information manually.

Changing the template **does not change each single employee bind to the payment pattern.**

Tab 'Experience'

Name	
Turnover	
Work cost	
NumberOfArticles	
Cubic metres	
Min. hours	
Norm Hours	
Max hours	

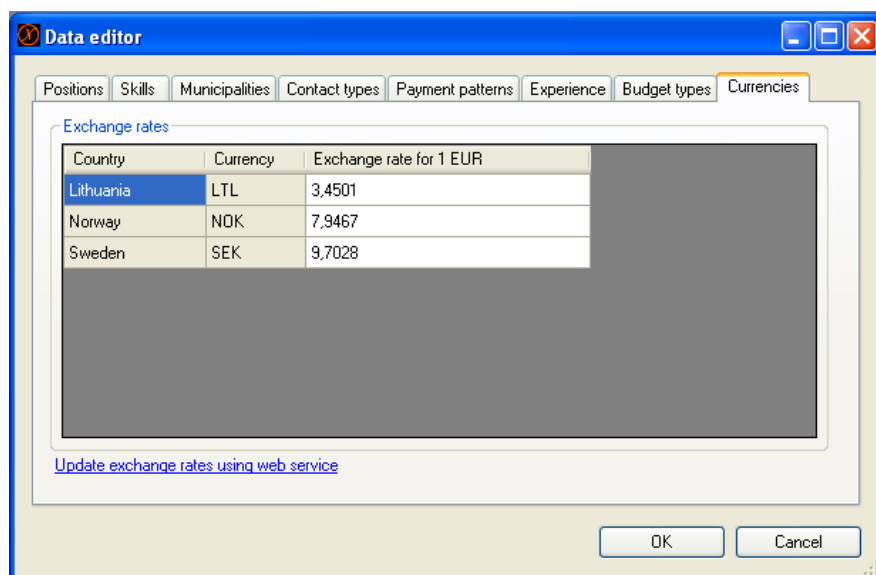
[New](#) [Edit](#) [Delete](#)

Turnover and work cost is predefined and can not be changed.

The 'Edit budget types' form gives the possibility to specify the budget type in different languages and to specify if it should be displayed in the budget section in 'Work plan' and 'Registrations' views.

Tab 'Currencies'

Currency rates can be changed in this Data editor tab.



Exchange rate is for one euro. It is also possible to automatically update exchange rates via the web service by pressing hyperlink on the bottom of this window.

16.5. Budget / Sales

If the 'Budget / Sales' menu from the top menu is selected or shortcut key 'Ctrl' + '4' is pressed working in one of three view ('Work plan, Registrations or Period Results), the 'Budget' section form will pop up.

Values of budgeted turnover, work cost in currency or work cost in percentage may be entered. The result of entered budget will be reflected to the plan under the 'summary' section.

Employee	Department	Week43 Mo 20.10.2008	Week43 Tu 21.10.2008	Week43 We 22.10.2008	Week43 Th 23.10.2008
Summary		47.00	45.00	45.00	45.00
	Worked time	32.00	30.00	30.00	30.00
	Payed time	45.00	45.00	45.00	45.00
	Sum	4 096,08	4 096,08	4 096,08	3 34
Budget					
	Turnover	5 500,00	5 500,00	5 500,00	5 50
	Work cost	4 000,00 - 4 096,08 = -96,08	4 000,00 - 4 096,08 = -96,08	4 500,00 - 4 096,08 = 403,92	3 000,00 - 3 346,08 = -346,08
	Work cost %	72,73% - 74,47% = -1,75%	72,73% - 74,47% = -1,75%	81,82% - 74,47% = 7,34%	54,55% - 60,84% = -6,29%

	Week43 Mo 20.10.2008	Week43 Tu 21.10.2008	Week43 We 22.10.2008	Week43 Th 23.10.2008	Week43 Fr 24.10.2008	Week43 Sa 25.10.2008	Week43 Su 26.10.2008
Turnover	5500,0000	5500,0000	5500,0000	5500,0000	5500,0000		
Work cost	4000,0000	4000,0000	4500,0000	3000,0000	3000,0000		
Work cost %	72,72727272727...	72,72727272727...	81,81818181818...	54,54545454545...	54,54545454545...		
Articles	250,00						

Comment [UT6]: There are some issues selecting my selection. Then you do not have any budget anymore. How do we t

For example the line with header “Work cost” will show budgeted work cost and planned work cost with its difference in the same cell. If planed work cost is below budget it will be displayed in black, if it is above budget - in red.

We recommend fill in the budget, especially working in sectors like the retail sector. In this case an in debt cost analyzes will be gotten right away.

Tab ‘Real figures’

This tab is similar to budget and lets the user define a form for registration of actual figures, for example sale.

This functionality is created by Paulius for version 1.07.39